

**Alaska Workforce Investment Board
Executive Committee
Thursday, August 23, 2007 – 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes**

- **Call to Order/Roll Call:**

Meeting called to order at 10:00 a.m. Roll called: Andy Baker, AWIB Chair; David Stone, AWIB Vice Chair and E&P/WR Chair; Neal Foster, P&P/A&E Chair and Legislative Chair; Tim Scott, Youth Council Chair

Staff: Greg Cashen, Executive Director; Bejean Page, Administrative Manager; Louise Dean, Project Coordinator

Guests: Linda Hulbert, Doug Ward

- **Approval of Agenda**

Request to amend the agenda to move the nominations committee discussion to #1 under discussions. David Stone moved to approve agenda as amended. Neal Foster seconded. Vote taken. MOTION approved.

- **Approval of Minutes – July 24, 2007**

David Stone moved to approve the Exco minutes of 7/24/07; Tim Scott seconded. Vote taken. MOTION approved.

- **Action Items**

1. October 2007 AWIB Agenda

Greg emailed the draft agenda for the October AWIB meeting to the committee before the meeting. On the agenda is an update on Work Keys from the Department of Education and also a review of the strategic plan work that is being done in the committees. Greg is proposing having a mining industry panel. The evening of the 22nd Greg is working on coordinating a reception for board members. On the second day there will be an update on the pipeline construction training plan from Commissioner Bishop and Fred Esposito. We will also have a health care industry panel from Karen Perdue, Delisa Culpepper and Beth Landon. There will be a Regional Advisory Councils update from Neal and also Commissioner Bishop. Commissioner Bishop wanted to award a vocational technical education instructor of the year award. He would like the AWIB to work on this, assisting him with the wording and some of the criteria. Also in the afternoon on the 23rd Greg is coordinating with the Commissioner a tour of the proposed pipeline training facility in Fairbanks. I would like to finalize the agenda at the 9/11 executive committee meeting.

There was discussion about coming up with the criteria for the vocational technical education award and it was decided that AWIB staff could do this and bring it to the Exco. We will look at the criteria that BP uses for their teacher of the year award. A committee from the Exco will vote on it.

The arrangements for the board meeting in October have been made at the Fairbanks Princess Riverside Lodge. Some travel for board members is still pending. Bejean is working on this.

2. AWIB Letter of Invitation to Governor Palin

Andy approved sending the invitation letter to the Governor's office.

- **Discussion Items**

1. Nominations Committee

Linda Hulbert -Doug and I have met several times on the phone. We initially had a determination from the DOL that there were seats both private sector and business and industry that were eligible. Since that determination it has changed to be only the people who have the designated business and industry seats would be eligible for the Chair. We have contacted all four of those members, I took the private sector members and Doug took the private industry members and he talked with and polled all four people. It is my understanding from conversations with Doug that David is willing to still be Vice Chair and Andy would be willing, if drafted, to continue to be Chair, is that the case Andy? Andy - Yes. Linda - The other two people who are eligible both declined leadership positions at this time. We only have four people to select from; three of the four are not willing to be Chair at this point in time. The nominations committee would make the report that we forward to the whole board the names of Andy and David. However, the feeling I think would be that it is really important to consider expanding that and Greg I am correct from our conversations this morning that at this point and time according to the workforce bylaws and with state statutes that only business and industry are eligible. So our recommendation would be two-fold and I will make a personal recommendation too. That we go back to this year and expand the definition of who is eligible as chair and vice chair of the workforce board and that we expand it to private sector and business industry and that would mean a statute change. A bylaw change is within our power but a statute change is not and so the recommendation would be that we change the statute to expand the eligibility. We also have a conflict in that the federal law says that the nomination of the chair should be appointed by the Governor. So I think we have a few things here to expand our options and opportunities for the future but at the present time given the level of interest that we have I think Doug will be bringing to the workforce board that slate of officers absents any additional information. There are a couple of

other suggestions I would like to make but first I would like to open this for the floor. The statute also limits how many times we can meet. I think it's really important that there be some changes including how many times the workforce board can meet. The transition report says quarterly. I don't know how a group can function when they only meet a couple times a year. It is difficult, at least in my estimation with that limitation. My suggestion would be that there are some other things in the statute that are really important that we go in and clear up. On the agenda in October we have a time slot for Guy Bell with our budget and we could include some work on statutes and bylaws. We could include some funding for some assistance from Department of Law as well as if we wanted to have meetings more often we could include that in our travel budget. I will mention that to Guy as well, the next time I talk with him. We are currently working on our FY09 budget process so it is important to bring these things up now. There was general discussion between the committee members and nominations committee about the need to change the statutes, regulations and bylaws.

2. Update on Pipeline Construction Training Plan

Greg - We've had a steering committee meeting last Wednesday and I forwarded a copy of the draft outline. I am keeping the AWIB adhoc committee in the loop and I have referred the committee to the internal DOL AGIA website that contains the minutes from the July meetings. That website will be updated with the August minutes as soon as they are finalized. On September 5th and 6th the steering committee is going to be meeting from 10:00 a.m. to 6:00 p.m. here in Anchorage at the 6th & K building. We are hoping to have a pretty good draft ready to go by September 14th. Once we have it that is when we will work with Tim to set up a teleconference with the AWIB adhoc committee to go over the draft training plan and solicit input and feedback. The steering committee will also be meeting September 17th & 18th from 10:00 a.m. to 6:00 p.m. each day. We are still on the timeline to have the first draft presented at the AWIB meeting on October 22nd and 23rd for review by the full board. The plan is proceeding; it's taken a while to get it going. Tim and I have been in contact, I would be happy to meet with you to discuss a date to set up a formal meeting of the adhoc committee. There is really nothing to review; we just have an outline of the training plan so far. Tim, I will follow up with you and we can set up a face to face like we did last time. It is a work in progress, in the developmental stage of the outline. In September they will start putting the plan pieces together and I will keep the AWIB adhoc and the Exco informed throughout the process.

3. Vocational Training Instructor of the Year Award

Commissioner Bishop made this request during the May AWIB meeting. I will begin reviewing some criteria for that award and get a short list as you mentioned Andy and refer back to the Exco. We can have a good draft for the 9/11 Exco meeting.

4. Executive Committee Meeting Schedule

It was decided amongst the committee that in the summer months if there are no critical decisions to be made we would consider skipping a meeting.

- **Reports**

1. Director – Greg Cashen

I forwarded my report for the last meeting and I would like to make a couple additions. We talked about the update on the pipeline construction training plan. I am going to propose a Bimonthly report to the entire AWIB on what is happening with the full board as well as the committees and I also wanted to keep the Governor's office in the loop. I am working on a template right now for that update and I just want to make sure that is ok with the Exco. We have sent several requests to our web master and that is supposed to be taken care of by tomorrow. The only other change in board members is Guy Bell is now Com Bishop's designee for the AWIB.

2. Chair – Andy Baker

Nothing new to report.

3. Committees – David Stone, Neal Foster, Tim Scott

Neal – We have a committee meeting next Thursday at 10:00 a.m. We've gotten the RAC letter out to all of the RACs and hopefully we can start to get them rolling, we are inviting one that responded to next week's committee meeting. I think it was NSB, Colleen Okpick Lemon and Charlotte Brower.

Tim- Since we last met we have 3 adhoc committees formed on the youth council. One about participation, one to review Work Keys and one about the youth program award. Everybody is assigned to one of those committees and I will be talking to the chairs about creating a time line for recommendations that come out of those committees, the end being that we hope to have something a report out on all three of those topics in our October meeting.

David – No, James gave a report in our last meeting that I was not able to attend so I can't really speak to it. Other than we are looking at the three priorities, industry priorities for jobs, job training and there have been a number of comments from Wendy Redmond, Dick Cattanauch and Dave Rees and I forget who all else, but we are moving forward on that.

Doug – Tim, just a question did you get a hold, did Bobby Mcrary get a hold of you from Ketchikan on the youth initiative?

Tim – Yes, he joined us at our last teleconference.

Doug – Oh excellent, that's good, they are having a big gathering today which I was unable to attend but they are doing some good things down here.

Tim – I've got one other thing Andy, with the youth council, it came up from Deidra in the reauthorization of WIA that there is a possibility that there won't be a youth council in that reauthorization. Have you heard anything about that?

Andy – I haven't.

Greg – I certainly haven't either, I will follow up with Deidra on that because that is something we should be aware of. I know it has been pending for quite some time, the last time it was authorized was 1998 I believe and it's just ongoing, I've heard sometime this year but I will follow up with the commissioner's office on that and find out the status.

Andy – Greg would you do a memo, updating us on that, if there is any scary things like the youth council being missing and if it does have traction and is starting to move should our lobbying committee be getting in gear on it or not.

- **Other Items** – Questions from AWIB Members.
- **Adjournment:** The next meeting date is scheduled for September 11th at 10:00 a.m.

Greg – I would ask is if there are any comments on the agenda for October if you could have those to me prior to the meeting then we can finalize the agenda on 9/11 and send it out to the full AWIB.

Andy – You know what we should do because we are going to have a time line in case for some reason we don't have a quorum; let's do a motion finalizing that agenda maybe saying unless we get changes that way if Greg doesn't here from us he knows that we are good to go.

Tim Scott - Your entertaining a motion right now Andy, so moved. David Stone - Seconded. Questions. Vote taken. MOTION approved – Agenda for October AWIB approved, pending any changes.

Action Tracker

WHO	WHAT	DUE BY	STATUS
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**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Exco	Let Greg know if there are any changes needed to the October AWIB meeting agenda.	9/11	
Greg	Check with Diedre on status of youth council in the reauthorization of WIA.	Done	Done
Louise	Draft criteria for teacher of the year award.	9/11	Done
Greg	Set up Ad-Hoc committee meeting.	Done	9/13 10:00 a.m.
Nominations Committee	Chair and Vice Chair recommendations to the board.	Done	October AWIB